



June 2010

Dear Applicant

Treasurer Recruitment

Thank you for your interest in the role of Trustee and Treasurer with RAFT. This is an exciting time for RAFT with opportunities to transform the lives of critically injured patients.

RAFT is led by a Board of Trustees which provides strategic direction and support for its work. The current Treasurer has accepted the role of Chairman, and we are now recruiting for a new Treasurer. We are looking for a senior financial professional with appropriate qualifications who will be able to contribute fresh initiatives and expertise.

Attached, please find:

- Background information on RAFT
- Trustee Role Description
- Treasurer Specific Role Description

If you are interested in supporting RAFT in this way, please contact Leonor Stjepic, Chief Executive, RAFT, Leopold Muller Building, Mount Vernon Hospital, Northwood, Middlesex, HA4 8PE. Equally, if you would like to have a preliminary telephone conversation about the role, please contact Leonor on 01923 835815, or me on 07785 326-291.

Kind Regards

Francis Gugen

Chairman

RAFT – Background Information

Around the world, the lives of hundreds of thousands of people are affected by skin disfiguring illnesses and damage such as burns, wounds and skin cancer. RAFT is here to help them.

RAFT stands for the Restoration of Appearance and Function Trust. We are a registered charity carrying out pioneering research into practical and affordable ways to save and repair skin. Currently our core areas of research are burns, wound healing and skin cancer.

Burns and Wound Healing Research

Patients suffering from severe skin loss through burns and wounds need urgent lifesaving cover. RAFT scientists are currently investigating a groundbreaking skin replacement technology to provide this vital cover to save lives and the quality of lives for thousands of patients.

Skin Cancer Research

Skin cancer is the most rapidly increasing form of cancer in the UK. Here at RAFT we are currently studying the available protection, analysing susceptibility, and researching new cures and treatment for this difficult disease. Alongside our research, we also aim to provide rigorously tested scientific information about sun damage to skin, allowing the public to make informed decisions regarding their sunbathing and tanning habits.

RAFT

TRUSTEE JOB DESCRIPTION

The Trustee of RAFT is a corporate body, Raft Trustees Ltd, the directors of which constitute the Board of Trustees, which governs the activities of the charity. This limits the liability of the trustees.

There are four Trustee meetings a year (held principally in Central London), usually followed by a dinner focussing on a topic of interest to the Board of Trustees (such as a specific research project, major fundraising initiatives, etc). In addition, RAFT holds a number of events each year, which Trustees are encouraged to attend (clay pigeon shoot, dinner and dance, etc).

The statutory duties of a Trustee

- To ensure that RAFT complies with its governing documents, charity law, company law and any other relevant legislation or regulations.
- To ensure that RAFT pursues its objects as defined in its governing document.
- To ensure RAFT uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities might be.
- To give firm strategic direction to RAFT by actively contributing to the Board of Trustees as it: sets the vision, sets overall policy, defines goals, sets targets and evaluates performance against agreed targets.
- To safeguard the good name and values of RAFT.
- To ensure the financial stability of RAFT.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint the chief executive officer and monitor his/her performance.

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they may have to help the Board of Trustees reach sound decisions. This may involve:

- Scrutinising board papers.
- Leading discussions.
- Focusing on key issues.
- Other issues in which the Trustee has special expertise.
- Leading a task force set up by the Board of Trustees to achieve a particular goal

Trustee person specification

- Commitment to RAFT.
- Willingness to devote the necessary time and effort (estimated to be [5] days per annum).
- Experience of setting and monitoring vision and strategy.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.
- Willingness to subscribe to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Term of Office

Initial 3 year with further 2 x 3 years if re-elected.

RAFT Treasurer – Specific Responsibilities

Summary of current arrangements

Raft employs a qualified chartered accountant part time and operates a system of internal control. The accountant is responsible for all aspects of accounting including payroll, initiating disbursements, financial reporting to the various authorities, preparing monthly accounts and revised forecasts and preparing annually budgets and all statutory accounts.

Banking / Investment Relationships

The current banking partner is Barclays, and RAFT also has monies invested with CCLA (a Charity Commission operated cash investment fund); Raft presently has no non-cash investments. The Treasurer has overall accountability for ensuring that Raft's funds are managed safely, profitably and are disbursed only as intended by the Board of Trustees; which duty is discharged largely by ensuring procedures remain appropriate and by approving major disbursements.

Annual Accounts and audit

Annual reports are prepared by the accountant, who also organises the audit. The Treasurer has accountability for signing off on the annual reports and for presenting them to the Board of Trustees.

Management Accounts

Regular management accounts are prepared by the accountant, including explanation of variances and cash flow projections. The Treasurer has overall accountability for approving monthly reports and for presenting them to the Board of Trustees.

Budgets

Budgets are prepared by the accountant. They consist of full budgets three times a year, and rolling forecasts each month. The Treasurer has overall accountability for approving budgets and for presenting them to the Board of Trustees.

Director of subsidiaries:

1. Raft Enterprises Ltd

The Treasurer would be a director of the subsidiary company, Raft Enterprises Ltd, which undertakes fundraising events for the charity.

2. Raft entity dealing with the commercialisation of the Smart Matrix

The Treasurer would be a director of this new subsidiary, if formed, and would play a key role, as part of a task force team, in ensuring commercialisation was set up to best advantage for Raft and its charitable purposes.

Legislation compliance

The accountant ensures compliance with legislation, particularly in the areas of Annual returns, tax, Gift Aid and salary legislation. The Treasurer has overall accountability for ensuring the accountant discharges these responsibilities.

Authorisation of major expenditure

The Treasurer is responsible for authorising major contracts and expenditure.

Financial Planning for the future

The most important part of the Treasurer's role is to safeguard the financial health of RAFT into the future

MP May 2010